

**Agency Name:** [Collin County](#)

**Grant/App:** [2570903](#)

**Start Date:** [9/1/2014](#)

**End Date:** [8/31/2015](#)

**Project Title:** [Specialized Courts Coordinator](#)

**Status:** Application Pending Submission

## Profile Information

**Applicant Agency Name:** [Collin County](#)

**Project Title:** [Specialized Courts Coordinator](#)

**Division or Unit to Administer the Project:** [366th District Court and 296th District Court](#)

**Address Line 1:** [2100 Bloomdale Road](#)

**Address Line 2:** [Suite 30146](#)

**City/State/Zip:** [McKinney Texas 75071-8318](#)

**Start Date:** [9/1/2014](#)

**End Date:** [8/31/2015](#)

**Regional Council of Governments (COG) within the Project's Impact Area:** [North Central Texas Council of Governments](#)

**Headquarter County:** [Collin](#)

**Counties within Project's Impact Area:** [Collin](#)

## Grant Vendor Information

**Organization Type:** [County](#)

**Organization Option:** [applying to provide services to all others](#)

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** [17560008736000](#)

**Data Universal Numbering System (DUNS):** [074873449](#)

## Narrative Information

### Primary Mission and Purpose

The Specialty Court Program supports projects that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 121 of the Texas Government Code.

### Funding Levels

The anticipated funding levels for the Specialty Court program are as follows:

- Minimum Award - \$10,000
- Maximum Award – None
- Match Required – None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

***Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

### Program Requirements

*\* The requirements for this fund source are subject to change pursuant to actions of the Texas Legislature.*

## Preferences

Preference will be given to:

1. mandated drug courts under Texas Government Code, §123.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

## Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

## Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) Safety as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

## Specialty Court Program Requirements

Specialty Court programs that provide court-supervised substance abuse treatment as an alternative to traditional criminal and civil sanctions, as defined in Chapter 121 of the Texas Government Code, must incorporate the essential characteristics of the respective specialty court type established under Chapter 122, 123, 124, or 125 of the Texas Government Code in order to be eligible for funding.

## Specialty Court Type

- ☐ Adult - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- ☐ Family - Programs serving parents who enter the specialty court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- ☐ Veterans - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.
- ☐ Mental Health - Programs serving individuals who are suspected by a law enforcement agency or court of having a mental illness or mental retardation.

Select the type of drug court that will be operated:

- ☒ Adult  
☐ Veterans  
☐ Family  
☐ Mental Health  
☐ N/A

Will the specialty court accept **DWI offenders**? Select the appropriate response:

- ☒ Yes  
☐ No  
☐ N/A

## Essential Characteristics

Describe in detail below how your program meets each of the specified essential characteristics:

### Adult Specialty Court Program (including DWI Courts and Reentry Courts)

Integration of Services - The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

Non-Adversarial Approach – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

Prompt Placement - Early identification and prompt placement of eligible participants in the program

Access - Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

Abstinence Monitoring - Monitoring of abstinence through weekly alcohol and other drug testing.

Compliance Strategy - A coordinated strategy to govern program responses to participants' compliance.

Judicial Interaction - Ongoing judicial interaction with program participants.

Evaluation - Monitoring and evaluation of program goals and effectiveness.

Education - Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

Partnerships - Development of partnerships with public agencies and community organizations.

Describe Below:

Collin County currently has 3 specialty courts – Felony, Veterans', and Misdemeanor – managed by the respective judicial jurisdiction in cooperation with the probation department. Each program is composed of de-escalating levels of supervision, frequent drug testing, out-patient treatment, and regular meetings with the Program Court Judge and multidisciplinary team, which minimally consists of the Court Coordinator, probation officer, Assistant District Attorney, defense attorney, law enforcement officer, and a treatment provider. Each of the County's specialty courts operate either pre- or post- adjudication and accept participants based on their specific target audience and court requirements. For example, the Veterans' Court accepts veterans charged with a criminal offense whose military service-related brain injury, mental illness, or mental disorder is identified as a substantial factor in the commission of the offense.

Referrals may originate from any number of sources, including defense attorneys, prosecutors, supervision officers, or even friends or family of the accused. After referral, the Specialized Courts Coordinator conducts a screening interview outlining the program requirements, expectations, and benefits. The participants then undergo a substance abuse evaluation conducted by an independent substance abuse counselor. Upon receipt of the evaluation results, cases are staffed with the program's team for final decision on approval. Once approved, the goal is to have the participant in individualized treatment within seven days.

While actual program length varies, each of the programs is based on a 12-month cycle consisting of 3 phases requiring frequent meetings with the Judge and Program Team during the first phase (90 days) with meetings becoming less frequent during the second (3-6 months) and final (6-12 months) phases of the program. At each meeting, the program team reviews and discusses each participant's program progress. The Judge facilitates the information exchange by inquiring about completion of required treatment, education/employment, family matters, rule violations, and drug/alcohol screening results. Any failure to comply with the program requirements is addressed, and progressive sanctions, such as community service, changes to probation requirements, detention, and even program termination, are imposed. If all reports are positive, the participant receives encouraging feedback and may look forward to program advancement. Special incentives, such as community service waivers or early release from the program, may be offered for complying with all rules.

Each of the programs provides a continuum of alcohol, drug, and other related treatment services for participants based on their individual needs. In all the programs, the participant will likely be required to complete intensive, out-patient treatment, which may include group, individual, or family counseling. Additionally, participants are provided with referrals to community resources – repeat offender education programs, victim impact panel discussions, domestic violence programs, 12-step programs, social services, etc. - as needed. Indigent participants may be provided these services at no cost through available service agencies, while non-indigent participants with health insurance are required to pay for their own counseling and treatment.

Participants in the specialty court programs are drug tested frequently and randomly, with many participants requiring daily testing especially during the early phase of the program. Directly observed urine samples are collected at both random and scheduled times and are submitted for urinalysis to a contract laboratory with a short turnaround time. Additionally, some participants may be required to have a deep lung device installed on their motor vehicle or wear a drug test patch and/or SCRAM bracelet.

Team members have been trained in drug court operations, participate in continuing education, and attend state and national training events and conferences when feasible, and most are members of professional drug court associations. Additionally, the programs coordinate with non- profit organizations and private businesses utilizing community resources whenever appropriate and necessary for counseling, treatment, and other community services. The court programs utilize criminal justice and probation software to keep track of the participants' personal information, progress, and to evaluate the program's goals and effectiveness. Data is collected and analyzed for trends. Additionally, a post-program tracking process and an Alumni/Mentor program have become operational over the past year. The Program Team formally assesses the program on an annual basis, as well as informally through continuous feedback during each program meeting.

### **General Approaches**

- ☐ Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- ☐ Post-adjudication - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.
- ☐ Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- ☐ Civil - Participants enter the drug court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court. Select all that apply:

☒ Pre-adjudication

☒ Post-adjudication

☐ Reentry

☐ Civil

☐ N/A

### **Observation**

The specialty court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one specialty court staffing session and hearing, in Texas, prior to program implementation.

### **Policies and Procedures**

The specialty court will develop and maintain written policies and procedures for the operation of the program.

### **Information Sharing**

The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

### **Program Notice**

Unless the following provisions have already been met, pursuant to Section 121.002 (c) (1) of the Texas Government Code, the applicant will submit written notice of the program, any resolution or other official declaration under which the program was established, and a copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program to the Governor's Criminal Justice Division.

## Jurisdiction

Provide the name of the court administering the Specialty Court program (e.g., 999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

366th Judicial District (Felony), 296th Judicial District (Veterans), County Court at Law #2 (Misdemeanor)

## Specialty Court Start Date

If the Court has commenced operations, provide the date that the Court was established. Enter the date [mm/dd/yyyy]:  
10/01/2009

## Presiding Judge

The presiding judge of a specialty court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over specialty court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the **Presiding Judge** for the Specialty Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

366th – Ray Wheless, 972-548-4574, [rwheless@co.collin.tx.us](mailto:rwheless@co.collin.tx.us);

296th - John Roach, Jr., 972-548-4409, [jroach@co.collin.tx.us](mailto:jroach@co.collin.tx.us);

CCL #2 – Barnett Walker, 972-548-3820, [bwalker@co.collin.tx.us](mailto:bwalker@co.collin.tx.us)

## Specialty Court Coordinator

Enter the name, phone number and email address of the Specialty Court Coordinator. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a coordinator is appointed.

***Note:** The Specialty Court Coordinator usually monitors the operation of the Specialty Court, supervises Specialty Court staff, participates in Specialty Court judicial staff meetings, prepares and oversees Specialty Court contracts with service providers, maintains data on Specialty Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Specialty Court.*

D. Todd Hill, Specialized Courts Coordinator, 214-491-4806, [dthill@co.collin.tx.us](mailto:dthill@co.collin.tx.us)

## Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

Has the specialty court ever applied for **federal funding**? Select the appropriate response:

☒ Yes

☐ No

☐ N/A

Has the specialty court ever received **federal funding**? Select the appropriate response:

☒ Yes

☐ No

☐ N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

\$57,780 OOG Criminal Justice Division Edward Byrne Memorial JAG Program 09/01/2012 to 08/31/2013; \$57,780 OOG Criminal Justice Division Edward Byrne Memorial JAG Program 09/01/2013 to 08/31/2014. Any funds from this application will be used to continue the position funded by the previous year's award; this application is a continuation request of these funds.

### **TDSHS - CMBHS Registration**

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) – Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

### **Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

[Cynthia Jacobson](#)

Enter the Address for the Civil Rights Liaison:

[2300 Bloomdale Road, Suite 4117 McKinney, TX 75071](#)

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

[\(972\) 548-4606](#)

### **Certification**

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Specialty Court Program Solicitation.

**X** I certify to all of the above eligibility requirements.

### **Problem Statement:**

Please provide a detailed account in the Problem Statement section of the existing issues your project will target. Enter your problem statement:

[Substance abuse and mental illness frequently occur together, and a complex relationship exists between mental illness and substance abuse. Drug abuse can cause a mental illness; mental illness can lead to drug abuse; and/or drug abuse and mental disorders can both be caused by other common risk factors.](#)

[Individuals with substance abuse and/or mental health disorders are far more likely to have increased contact with law enforcement. Court dockets across the country are backlogged with non-violent offenses committed by persons with substance abuse and mental health disorders; and traditional punishment methods have not proven successful or kept pace with the number of new offenses. Within the criminal justice system, the incidence of offenders with substance abuse and/or mental health disorders is disproportionately high. Left untreated, these individuals have an increased risk of escalating social problems, violence, and more serious criminal activity.](#)

[Drug and treatment court programs, by providing treatment and counseling, intensive supervision, and graduated sanctions and incentives, work better to reduce recidivism and re-establish productive citizens translating to exponential benefits for the community. As a result of the positive results of drug and treatment courts, Judges in Collin County have implemented three adult, specialized \(veterans, misdemeanor, and felony\) court programs. These programs provide individualized drug, alcohol, and/or mental health treatment based on professional assessments and other rehabilitative, social, and educational services, as needed.](#)

[The specialized courts are coordinated by the respective judicial Court Coordinators, who are also responsible for the daily administration of courts hearing civil, criminal, family, and probate cases. As such, they are limited in the number of drug court participants they can manage. With weekly \(monthly for the Veterans program\) meetings, frequent drug testing, and regular treatment, the management of drug court participants is intensive and time consuming. Additionally, drug court participant tracking and record keeping are currently manual processes across several software platforms, which add further restrictions to the program's capacity. In an effort to expand these beneficial programs, the courts jointly request financial assistance to continue funding a full-time Specialized Courts Coordinator to assist with participant management and tracking across these three specialty courts.](#)

**Supporting Data:**

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Collin County's population increased 69.7% since 2000 from 491,772 to 834,642 persons; correspondingly, substance abuse and alcohol-related offenses have also increased. The number of narcotics cases investigated by the Sheriff's Office increased by 57% (415 to 652) from FY2009 to FY2012. In 2012, there were 611 DUI-related crashes and 19 fatalities, accounting for 6.5% of the total crashes and 36.5% of crash-related fatalities.

Additionally, veterans, which account for 5.1% of the county population, are special cases for substance abuse or mental health disorders. Brain injuries and disorders, such as post-traumatic stress disorder (PTSD), can be substantial factors in substance abuse and resulting criminal activity. Studies of previous military veterans returning from conflicts abroad have found that 42% had engaged in at least one act of violence and 92% had committed at least one act of verbal aggression in the preceding year. Additionally, a large number of veterans succumb to substance abuse to cope with PTSD; among men with PTSD, 52% abuse alcohol and 35% abuse drugs.

**Sources**

1. "Collin County QuickFacts." State and County QuickFacts. US Census Bureau, 27 Jun 2013. [Accessed Nov 27, 2013]. <http://quickfacts.census.gov/qfd/states/48/48085.html>
2. "Annual Activity Report." Collin County Sheriff's Office, 1999 – 2012.
3. Merikangas KR, He JP, Burstein M, et. al. Lifetime prevalence of mental disorders in US adolescents: Results from the National Comorbidity Study-Adolescent Supplement (NCS-A). J Am Acad Child Adolesc Psychiatry. 2010 Oct; 49(10): 980-989.
4. Najavits, L. PTSD 101 – PTSD and Substance Abuse. National Center for PTSD, US Department of Veterans Affairs, 1 October 2009. [Accessed 3 Feb 2012]. <http://www.ptsd.va.gov/>
5. "Texas Motor Vehicle Crash Statistics." Texas Department of Transportation, 27 May 2013. Web. [Accessed Nov 26, 2013]. [www.txdot.gov/txdot\\_library/drivers\\_vehicles/publications/crash\\_statistics/default.htm](http://www.txdot.gov/txdot_library/drivers_vehicles/publications/crash_statistics/default.htm)

**Community Plan:**

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Collin County has an established Community Plan. This project addresses the problems of "Traffic/Population Growth" and "Special Criminal Justice Services" in the Law Enforcement/Criminal Justice System section of the Collin County Criminal Justice Plan, 2008.

**Goal Statement:**

Provide a brief description of the overall goals and objectives for this project. Enter a description for the overall goals and objectives:

The mission of the specialized court programs is to promote community safety by providing access to substance abuse and mental health treatment and intensive supervision services to reduce drug and alcohol usage, family violence, and offender recidivism; foster a positive environment of change in the community; and help repeat offenders become healthier, law-abiding citizens.

The goal of this project is to increase the specialized court programs capacity in Collin County and provide access to more persons with substance abuse and/or mental health disorders.

1. Increase specialized courts capacity by 60%.
2. Increase eligibility assessments by 75%.
3. Increase cumulative enrollment by 60%.
4. 60% of enrolled program participants complete program/graduate.



For FY 2015, percent outcome improvements from previous years will be maintained with additional incremental increases anticipated. We anticipate assessing 120 persons and enrolling 40 new participants during the fiscal year.

**Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each CWA. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the CWA(s). You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience. Enter your cooperating working agreement(s):  
N/A

**Continuation Projects:**

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

During the recently completed FY 13, Collin County assessed 114 applicants, enrolled 34 new persons in the specialty court programs, and successfully graduated 26. The total number of participants served was 83.

**Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request. Enter your summary statement for this project:

Substance abuse and alcohol-related offenses in Collin County have increased with the 69.7% population increase since 2000. The number of narcotics cases investigated by the Sheriff's Office increased by 57% (415 to 652) from FY2009 to FY2012. In 2012, there were 611 DUI-related crashes and 19 fatalities, which corresponds to an increase of 21.4% and 72.7% respectively as compared to 2011. Additionally, the veteran population (5.1%) continues to increase with an equivalent increase in veteran criminal offenses resulting from brain injuries, mental illness, or PTSD. And while traditional punishment methods have not proven successful or kept pace with the number of new offenses, specialized drug and treatment court programs work to reduce recidivism and re-establish productive citizens translating to exponential benefits for the community.

As a result of the positive results of drug and treatment courts, Judges in Collin County have implemented three adult, specialized (veterans, misdemeanor, and felony) court programs. These programs provide individualized drug, alcohol, and mental health treatment based on professional assessments, and other rehabilitative, social, and educational services as needed.

However, the specialized courts are coordinated by the respective judicial Court Coordinators, who are also responsible for the daily administration of courts hearing civil, criminal, family, and probate cases. As such, they are limited in the number of drug court participants they can manage. With weekly/biweekly meetings, frequent drug testing, and regular treatment, the management of drug court participants is intensive and time consuming. Additionally, drug court participant tracking and record keeping are currently manual processes across several software platforms, which add further restrictions to the program's capacity. In an effort to expand these beneficial programs, the courts jointly request financial assistance to continue funding a full-time Specialized Courts Coordinator to assist with participant management and tracking across the 3 specialty courts.



The goal of this project is to increase the specialized court programs capacity providing more persons with access to these beneficial programs. These programs require participants to undergo intensive treatment and counseling, submit to frequent supervision and random alcohol and/or drug testing, make frequent appearances in court, and be closely monitored for program compliance. This type of voluntary and vigorous treatment program addresses the underlying causes of criminal offenses, holds offenders accountable for their behavior, and enforces the development of skills for becoming law-abiding citizens.

## Project Activities Information

### Specialty Courts

Does your project have a Steering Committee that helps direct and enhance your court's operations?

☒ Yes

☐ No

☐ N/A

List the members of your project's treatment team and describe their role in supporting the participants.

For the Felony DWI/Drug Court Team: Shannon White works for Grace to Change in McKinney, Texas. Ms. White attends Team staffing meetings and court sessions. She provides input concerning participants, their progress, and sanctions and rewards. Hank Wich works for Life Path Systems of Collin County, which provides drug and alcohol counseling for the participants and mental health counseling. In addition, the services of the VA Hospital in Bonham, Texas, will be utilized as a resource to help provide mental counseling and treatment for the Veterans Treatment Program participants. Melissa Kale, LCSW, serves as the VA liaison and helps coordinate treatment and performs intake for all VA candidates.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.

366th Felony – Coordinator case load = 35, Probation Officer = 35;

296th Veterans – Coordinator case load = 25; Probation Officer = 25;

CC@Law 2 Misdemeanor – Coordinator case load = 25, Probation Officer = 25

Provide your project's policy on drug testing participants.

The probation departments coordinate participant drug tests (aka UAs), and participants may be placed on a daily call in schedule. The samples are provided under observation on either on a random or scheduled basis and are analyzed by an independent, contracted laboratory. Diluted or missed UAs are considered positive. Additionally, many participants wear a drug test patch and/or a SCRAM (Secure Continuous Remote Alcohol Monitor) bracelet for body sweat testing and may be required to have a deep lung device installed on their motor vehicle or in their home. Participants that test positive for illegal substances receive a sanction.

Describe the process you will use to determine your project's effectiveness.

Currently, Collin County drug court programs utilize Odyssey software to keep track of the participants' personal and criminal case information and Corrections Software Solutions probation software for drug testing, treatment, and other supervision requirements. The Coordinator gets data from these two software packages and aggregates in Excel and Share Point along with any specialty court program information, such as education/employment status, completion/termination dates, and any post-program notes/data. The Coordinator manually analyzes the data for trends, individually and comprehensively, across all programs.

Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

\$70,006

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.)

Collin County does not contribute any taxpayer funds towards the operation of the drug court programs; the salaries of the Program Team members are included in the normal operating budgets of the respective departments and were not calculated. However, each of the 3 programs has a budget to cover office supplies, dues and subscriptions, counseling services and drug testing, and other expenses which is funded through court costs and the participants' drug court program fees (Drug Court Fund). In FY13, the total expenditures were \$70,005.83; FY14 expenditures are expected to be similar. The Specialty Drug Courts Coordinator position is funded by CJD for \$58,780, and the remainder is paid using monies from the Drug Court Fund.

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).

Each drug court program requires the participants who have private health insurance to utilize that insurance to pay for their treatment. For indigent participants, treatment is provided through Grace to Change, Life Path Systems, or other available agency program or funding source. Indigent treatment is paid using monies in the Drug Court Fund. Additionally, participants are encouraged to seek mentors and/or sponsors and attend local Alcoholic Anonymous chapters.

Provide the total fees collected in your county during the most recently completed fiscal year, in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances). Note: The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.

**\$136,856** - The total amount collected in FY13 was \$136,856.50. After remitting \$54,742.59 to the State, Collin County retained \$82,113.91 of which \$78,148.93 was placed into the Drug Court Fund (\$16,825.70 in the District Courts and \$61,323.23 in the County Courts) and \$3,964.98 was retained by the county for timely filing.

Of the fees collected in your county, provide the amount that was directed to your project.

**\$46,889** - ( $\$78,148.93 / 5 \text{ drug court programs} = \$15,629.78 \text{ per drug court} * 3 \text{ drug court programs on this grant}$ )

Describe how your project used those fees.

Each drug court program is allocated monies from the Drug Court Fund, which is generated by program participant fees, as well as the retained portion of state fees. The funds are used to pay for evaluations and counseling, drug testing and monitoring, professional dues and subscriptions for State and National drug court associations, office supplies, and any necessary travel and training. In FY13, the misdemeanor court expended \$27,898; the felony court expended \$41,384.06; and the veterans' court expended \$723.77 for a total of \$70,005.83 expended on this project.

#### **Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Drug Court - Adult	100.00	The Collin County drug court programs are a collaborative effort between the District Courts, County Courts at Law, and the Collin County probation departments. The programs require participants to undergo intensive treatment and counseling, submit to frequent supervision and random alcohol and/or drug testing, and make frequent appearances in court in an effort to address the underlying cause of substance abuse offenses, hold offenders accountable for their behavior, and enforce the development of skills for staying sober and becoming law-abiding citizens.

#### **Geographic Area:**

Collin County

#### **Target Audience:**

Any offender who exhibits substance abuse issues

**Gender:**

Male and Female

**Ages:**

17 years or older

**Special Characteristics:**

Persons in need of and may benefit from intensive supervision and substance abuse treatment; for drug courts, participant must have committed a non-violent offense (Section 469.002 (1)(B)(ii) of the Health and Safety Code); for veterans court, violent/assault crimes are allowable (Section 617.002 (a) of the Health and Safety Code)

## Measures Information

**Progress Reporting Requirements**

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute ([PPRI](#)).

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of new enrollments in the program.	34	40
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	83	95
Number of people assessed for eligibility to participate in the program.	114	120

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).	26	50
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	0	5
Number of participants that successfully complete the program.	26	40

**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Applications from local units of governments and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;

2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

### Contract Compliance

Will CJD grant funds be used to support any contracts for professional services? Select the Appropriate Response:

☐ Yes

☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

NA

### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

***Note:** Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.*

Select the Appropriate Response:

☐ Yes

☐ No

☒ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response

☐ Yes

☒ No

☐ N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/01/2014

Enter the End Date [mm/dd/yyyy]:

09/30/2015

### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

\$3,696,893

Enter the amount (\$) of State Grant Funds:

\$4,483,414

### Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

☒ Yes

☐ No

***Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.*

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

03/31/2013

### Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;

- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed: [Cynthia Jacobson, 2300 Bloomdale Rd, McKinney TX 75071](#)

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- ☐ Type I Entity  
☐ Type II Entity  
☒ Type III Entity

### **Debarment**

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify  
☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements. Enter the debarment justification:

## Budget Details Information

### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT /%
Personnel	Court Coordinator	Full-time Specialized Courts Coordinator to coordinate activities of 3 Collin County specialty court programs including planning, implementing, administering, and monitoring day to day activities and scheduling specialty court sessions, participant orientation, and graduation. \$42,945 annual salary plus \$17,445 for fringe benefits. Includes increase for annual pay for performance increase.	\$60,390.00	\$0.00	\$0.00	\$0.00	\$60,390.00	100

### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$60,390.00	\$0.00	\$0.00	\$0.00	\$60,390.00

### Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$60,390.00	\$0.00	\$0.00	\$0.00	\$60,390.00